SIKKIM

GOVERNMENT GAZETTE

EXTRAORDINARY
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GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK

No.122/Home/2010 **Dated: 3/11/2010**

NOTIFICATION

The Governor of Sikkim, in supersession of the Home Department Circular No.54(16)Home/88/15 dated 16th June, 1988, is hereby pleased to prescribe the following guidelines for conferment of meritorious service award to the employees of the State Government, namely: -

1. **Short title, commencement and application**:- (1) These Guidelines may be called the Sikkim Government Employees (Meritorious Service Award) Guidelines, 2010.

   (2) These shall come into force from the date of their publication in Official Gazette.

   (3) These shall apply to the all the regular employees working under the State Government.

2. **Occasion on which meritorious service award is conferred** – The State Government shall confer meritorious service award to its employees on the occasion of the Independence Day and Republic Day only.

3. **Eligibility criteria** – All regular Government employees who have put fifteen years of regular service or more in the Government shall be eligible to be nominated for the award.

4. **Nomination for the Award** – The Head of the Department shall forward the nomination of the employees who have performed outstandingly in their assigned sphere of duties duly giving the details in proforma A and Annexures I, II and III appended to these Guidelines to the Home Department at least two months in advance of the Republic Day or the Independence Day, as the case may be, for placing the same before the committee constituted under clause 5.

5. **Selection Committee** - The selection of employees for the award for approval of the State Government shall be made by a committee consisting of the following members: -

1.	Chief Secretary	-	Chairman
2.	Director General of Police	-	Member
3.	Secretary, Home Department	-	Member
4.	Secretary, Finance, Revenue and Expenditure Department	-	Member
5.	Secretary, Department of Personnel Adm. Reforms and Training	-	Member
6.	Additional Secretary or Joint Secretary (Home Department)	-	Member Secretary.

6. **Entitlement to the Awardee** - The award shall carry a citation and such financial incentives to the awardee as the Government may from time to time notify.

Proforma 'A'

Recommendations for the award of certificate for Meritorious Service on the occasion of Republic Day/ Independence Day.

1. Full name of the Government Servant (In block letters):

2. Mention: (a) Year of appointment to the lowest Gazetted Grade/ Non Gazetted Grade :

   (b) If an All India Service Officer then the year of appointment to the All India Service. :

(c) Details of posts held from the date of appointment till the present post with dates :

3. (a) Present post with place of posting :
   (b) Permanent residential address:
   (c) Date of promotion to the present post:
   (d) Whether substantive or officiating in the present post:

4. Date of birth:

5. Total service on 26th January/ 15th August: ....., ... Years ..... Months

6. Punishment (a) Major : Year
   (b) Minor : Year

(Please attach statement showing the details of punishment in brief)

7. Reward (a) Cash Reward : Year
   (b) Appreciation : Year
   (c) Any other reward :Year

(Please mention how rewarded briefly)

8. Qualifications:
   (Academic and Professional)

9. Current postal address with contact No. :

10. Enclosures: (1) Assesment of performance for the last 10 years as per Annexure- I
    (2) Citation- Annexure II
    (3) Integrity Certificate- Annexure III

Signature of Secretary/ Head of Department.

Annexure- I

Recommendations for the award of certificate for Meritorious Service on the occasion of Republic Day/ Independence Day.

Statement of performance (ACR) in respect of Shri/ Smt/ Kumari ..... for the last 10 years.

YEAR **ASSESSEMENT**

(Indicated by ✓Mark)

Sl. No. (Years)	Outstanding	Very Good	Good	Average	Poor	Remarks if any
1 (.....to.....)						
2 (.....to.....)						
3 (.....to.....)						
4 (.....to.....)						
5 (.....to.....)						
6 (.....to.....)						
7 (.....to.....)						
8 (.....to.....)						
9 (.....to.....)						
10 (.....to.....)						

Signature of Secretary/ Head of Department.

ANNEXURE - II

CITATION

(The Secretary/ Head of the Department should give a detailed report regarding outstanding contribution of the Government Servant for which the Award is to be given)

Signature of Secretary/ Head of Department

ANNEXURE - III

INTEGRITY CERTIFICATE

Certified that the integrity of Shri/ Smt/ Kumari _____
of the Department of _____recommended for the award of Certificate for Meritorious Service is above suspicion and that he/ she was not involved in proceedings before the Court of Law. It is, further, certified that no Departmental proceedings or Vigilance inquiry is pending against him/ her

Signature of Secretary/ Head of Department.

BY ORDER AND IN THE NAME OF THE GOVERNOR.

T. T. Dorji, IAS
Chief Secretary
Government of Sikkim
F. No. Home/ Conf/122/2010/02.